

State University of New York At Oswego Travel Card Instructions

Your use of the State University of New York Travel card is subject to Office of State Comptrollers and Office of General Services Rules and Guidelines and the following terms and conditions:

You are being entrusted with a valuable tool – the Corporate Travel Card – which is to be used for business travel expenses **only**. Because you will be making a financial commitment on behalf of the State University, you must strive to obtain best value for the University by following established travel policies at all times. The Travel Card is not the same as a personal credit card. Your use of the card is subject to the Rules and Guidelines of the Office of State Comptroller and Office of General Services [see <http://www.osc.state.ny.us/agencies/travel/travel.htm> , And the links from that page], and the following terms and conditions:

1. You must submit a Travel Request (T-1 form) for every trip you take, regardless of how you pay for the trip. A Travel Authorization is required for every trip, be it for “Insurance Purposes Only,” reimbursement method, or all charges put on your Travel Card. The T-1 must be approved by your supervisor and kept in the department.
2. The Travel Card Program is intended to reduce the amount of employee out-of-pocket expenses when traveling on behalf of SUNY Oswego. The Travel Card program is a privilege and will be monitored by University Accounting to ensure all purchases meet approved guidelines. Travel Card privileges will be revoked for cardholders who utilize the card for unapproved expenditures. Continued misuse of the Travel Card will jeopardize the future of the Travel Card program for the entire campus.

Allowable use of the Travel Card includes costs for:

- Commercial transportation
- Rental vehicles
- Lodging
- Meals (as described below)
- Registrations
- Taxis/Subway/parking
- Gas for rental vehicles **only**
- Miscellaneous expenses while in travel status

The Travel Card should not be used for:

- Gas for personal vehicle.
- Food expenses for staff meetings and retreats
- Personal purchases or gifts of any kind
- **Upgrades of any kind – no preferred seating/business class**
- Alcoholic beverages & Lunch
- Meals for candidates, speakers, staff meetings/retreats
- Incidentals on hotel bill (gym/spa charges, and movie rentals)
- Cash advances

Purchasing Meals with Travel Card:

If cardholders choose to use the Travel Card to pay for meals, the allowance for meals, including gratuities shall be limited to actual cost up to the maximum [Per Diem meal allowance](#) or the Per Diem meal allowance set forth by the governing agency (such as NCAA). **An itemized receipt for meal purchases is required. Alcoholic beverages cannot be paid with Travel Card.**

- 3. Reconciliation Process:** The travel card billing period ends on the 20th of each month. All Travel Card holders should ensure they have registered for online access on the [JPMC Website](#) (please contact travel@oswego.edu for any assistance). Each month, travel card holders will go online to JPMC's website and print their statement. (If no statement is available then no action is necessary)
- Review the statement to ensure all charges are legitimate business expenses incurred by the traveler. *If anything appears fraudulent contact the Help Desk at JPMC (number is on the back of the card).*
 - A copy of each associated receipt detailed on the travel card statement must be stapled to the statement.
 - Travel card holder will sign and date the statement.
 - Travel card holder's **supervisor** will sign and date the statement.
 - If missing a receipt, please provide justification regarding the charge signed by cardholder and supervisor.
 - Submit **signed** statement and receipts to travel@oswego.edu, before the end of the next billing cycle (ex. Employees will receive bill on February 20th, charges to be reconciled by March 19th).

Timely submission of all documentation will make this reconciliation process successful. This process helps to ensure there is no duplicate payment of expenses and that all expenses related to one trip are accounted for. As part of the monthly reconciliation and travel voucher submission, any charges that are unable to be offset against allowable costs/expenses per SUNY guidelines must be paid back to SUNY Oswego via check. The check will be made payable to SUNY Oswego and sent to the Finance office together with the travel voucher reconciling that trip.

Failure to submit monthly reconciliation documentation and reimbursement may result in an immediate credit limit reduction to \$1 until such time the violation is corrected.

The State University and the Office of the State Comptroller may audit the use of your card and take appropriate action on any discrepancies or unauthorized charges. Any evidence that your card has been used fraudulently will require an investigation, after which disciplinary action may result. Fraudulent use may also result in criminal prosecution. You must follow the policies and procedures established by the State University for the use of this Travel Card. Failure to do so may result in revocation of your user privileges or other disciplinary action, which could include termination of employment.

The Travel Cards are the property of the State University. You must return your card immediately upon request or upon termination of employment or retirement. Should there be any change in your employment status you must return this card.

If your Travel Card is lost or stolen, you must notify JPMC and the Travel Office immediately (travel@oswego.edu. X2223).

The State University may change the terms and conditions or its policies and procedures concerning use of this corporate travel credit card at any time and you must comply with these changes.

Please be advised of the Finance office new account reconciliation procedures for all travel card users is effective immediately: We appreciate your cooperation with the travel card policy. Unfortunately, we will not be able to allow employees to continue use the SUNY Oswego travel card if they do not adhere to the agreement set forth when the card was issued. If you have any questions or concerns, please feel free to contact, travel@oswego.edu for the travel card.